

Phillips

POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 07-R02
1. POSITION TITLE ADM ASSISTANT I	AGENCY Department of Public Health	
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00039541	SALARY
3. GENERAL STATEMENT OF DUTIES: Under the supervision of the Laboratory Supervisor prioritizes, assigns and coordinates sample work of the Drug Laboratory. Maintains the security and integrity of samples. Keeps precise records, prepares reports and documents.		
4. SUPERVISION RECEIVED: Charles Salemi, Lab Supervisor II		
5A. DIRECT REPORTING STAFF   5B. THEIR STAFF		
6. DETAILED STATEMENT OF DUTIES: Coordinates sample work of the drug laboratory to assure timely analysis and to maintain evidence continuity and integrity. Receives drug samples from law enforcement agencies and maintains evidence security and continuity by corroborating descriptions, assigning numbers and weighing them to assure correct records. Creates a computer record for each sample, enters demographic information and analytical results. Generates certificate of analysis and notarizes analysts signature of certificates. Responsible for phone contacts with police departments, courts, district attorneys and defendant attorneys. Notifies submitting agencies when their samples are ready for pick up and returns samples to same. Maintains liaison between the laboratory and local, state and federal agencies to provide analysis and policy information, to resolve problems and to coordinate activities. Reviews and analyzes data concerning drug examination in order to determine progress, provide information and improve efficiency to supervisors. Prepares reports monthly, yearly and as needed in order to determine the output of the laboratory, the nature of the work and the timeliness of the analyses. Monitors assigned drug samples to ensure timely analyses and reporting of results. Provides training and orientation regarding evidence handling and record keeping to laboratory staff and outside agencies. Confers with the laboratory staff to coordinate drug samples, so that results are available to submitting agencies for reasonable special requests.		
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of the methods of general report writing. Ability to prepare reports. Ability to maintain accurate records. Knowledge of types and uses of general office equipment. Ability to deal tactfully with others. Ability to exercise sound judgement. Ability to communicate effectively in oral expression. Ability to gather information through questioning individuals and by examining records and documents. Ability to prepare and use charts, graphs and tables. Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence. Ability to understand, explain and apply the laws, rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities. Ability to analyze and determine the applicability of data, draw conclusions and to make appropriate recommendations. Ability to follow written and oral instructions. Ability to exercise discretion in handling confidential information.		
8. QUALIFICATIONS ACQUIRED ON JOB: Knowledge of the laws, rules, policies and procedures governing assigned unit activities. Knowledge of the types and uses of agency forms. Knowledge of the proper telephone procedures for making and receiving agency calls.		
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office management, office administration business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, record management, work simplification, grants management, contracts administration or program management, or (B) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: An Associate's or higher degree with a major in business administration, business management, or public administration may be substituted for the required experience * An associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience. ** Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.		
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:		
11. REMARKS: Incumbents of this position must submit to a CORI check.		

\_\_\_\_\_  
Signature of Appointing Authority      Title

\_\_\_\_\_  
Agency                                  Prepared By

Initials of                              Initials of  
Incumbent                              Supervisor                              Date

This form must be submitted to the Personnel Administrator for each new position in your jurisdiction, and for any substantive change in an established position.

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POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 09-R01	
1. POSITION TITLE ADM ASSISTANT II	AGENCY Department of Public Health		
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00029212	SALARY	DATE
3. GENERAL STATEMENT OF DUTIES: The incumbent is responsible for the day to day operation of the Evidence Office. Receives, logs, and maintains the security and integrity of samples. Keeps precise records, prepares reports and documents as directed. Enters data and provides clerical support as needed. Orders supplies and equipment for the Evidence Office.			
4. SUPERVISION RECEIVED: Charles Salemi, Lab Supervisor I			
5A. DIRECT REPORTING STAFF   5B. THEIR STAFF			
6. DETAILED STATEMENT OF DUTIES: Responsible for the day to day operation of the Evidence Office including the duties of an Administrative Assistant. Prepares monthly reports. Orders supplies and equipment for the Evidence Office. Confer with Drug Lab Supervisors regarding policies and procedures of the Evidence Office. Receives all samples from the law enforcement officials, establishes and maintains chain of custody by corroborating descriptions, assigning numbers and weighing samples to ensure correct records. Maintains evidence security and continuity. Assigns samples to and receives samples from analysts, maintaining chain of custody. Establishes defendant records in computer, enters sample results, prints analyst work cards, reports and final certificates of analysis. Responsible for phone contacts with police departments, courts, district attorneys and defendant attorneys. Notifies submitting agencies when their samples are ready for pickup and returns samples to same. Enters record of police pickup of analyzed drug samples into data base. Notifies police departments by phone when their samples are ready for pickup. Prepares samples for registered mailing to police departments throughout the state.			
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of the principles and practices of office management. Knowledge of the methods of general report writing. Knowledge of the methods used in preparation of charts, graphs and tables. Ability to understand, explain and apply the laws, rules, regulations, policies, procedures guidelines governing assigned unit activities. Ability to determine proper format and procedure for assembling items of information. Ability to maintain accurate records. Ability to deal tactfully with others. Ability to exercise sound judgement. Ability to exercise discretion in handling confidential information. Ability to give oral instructions in a precise, understandable manner.			
8. QUALIFICATIONS ACQUIRED ON JOB: Knowledge of the policies, procedures, specifications, standards, guidelines, laws, rules and regulations governing assigned unit activities. Knowledge of the types and uses of agency forms.			
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) three years of full-time or equivalent part-time, experience in office management, office administration business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, records management, work simplification, grants management, contract administration or program management or (B) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: An Associate's or higher degree with a major in business administration, business management or public administration may be substituted for maximum of two years of the required experience.* An Associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience.* *Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed. NOTE: Educational substitutions will only be permitted for a maximum of two years of the required experience.			
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:			
11. REMARKS:			
Signature of Appointing Authority		Title	

Agency

Prepared By

Initials of  
Incumbent

Date

Initials of  
Supervisor

Date

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Email Form 30

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POSITION DESCRIPTION, Form 30 - STATE Commonwealth of Massachusetts		POSITION CODE 07-R02
1. POSITION TITLE ADM ASSISTANT I	AGENCY Department of Public Health	
2. APPROPRIATION CODE 4516-1000	POSITION NUMBER 00010739	SALARY
3. GENERAL STATEMENT OF DUTIES: The incumbent of this position will provide administrative support to technical and management staff at the State Laboratory Institute.		
4. SUPERVISION RECEIVED: Alan Borne, Lab Supervisor I		
5A. DIRECT REPORTING STAFF   5B. THEIR STAFF		
6. DETAILED STATEMENT OF DUTIES: Provides administrative assistance to technical and management staff using laboratory information systems and Microsoft applications including Word, Excel, Access, PowerPoint, Outlook, and Project. Prepares reports, letters, memoranda, meeting minutes and agendas. Coordinates communication and maintains tracking systems related to disease surveillance. Maintains databases as required. Prepares and maintains project tracking charts, quality control reports, and test result reports. Provides backup administrative support when needed to the Assistant Commissioner for Laboratories and others. Coordinates events and meetings. Coordinates room, audiovisual and catering arrangements. Maintains records and coordinates communications for the Bioterrorism Laboratory Response Network as required. Maintains files, schedules appointments, sorts mail, answers telephone calls and responds to inquiries. Refers calls to appropriate parties. Purchases office and laboratory supplies and maintains inventory.		
7. QUALIFICATIONS REQUIRED AT HIRE: Knowledge of principles and practices of office management. Knowledge of the methods of general report writing. Knowledge of the methods used in preparation of charts, graphs and tables. Knowledge of the types and uses of general office equipment. Ability to understand, explain and apply the rules, regulations, policies, procedures, specifications, standards and guidelines governing assigned unit activities. Ability to prepare and use charts, graphs and tables. Ability to write concisely, to express thoughts clearly and to develop ideas in logical sequence. Ability to exercise discretion in handling confidential information. Ability to follow oral and written instructions. Ability to deal tactfully with others. Ability to gather information through questioning individuals and by examining records and documents. Ability to communicate effectively in oral expression. Ability to maintain accurate records. Ability to exercise sound judgement. Ability to establish and maintain harmonious working relationships with others		
8. QUALIFICATIONS ACQUIRED ON JOB:		
9. MINIMUM ENTRANCE REQUIREMENTS: Applicants must have at least (A) two years of full-time, or equivalent part-time, experience in office management, office administration business administration or business management, the major duties of which included one or more of the following functions: purchasing, personnel management, budgeting, accounting, record management, work simplification, grants management, contracts administration or program management, or (B) any equivalent combination of the required experience and the substitutions below. SUBSTITUTIONS: An Associate's or higher degree with a major in business administration, business management, or public administration may be substituted for the required experience. * An associate's or higher degree with a major other than in business administration, business management or public administration may be substituted for a maximum of one year of the required experience. ** Education toward such a degree will be prorated on the basis of the proportion of the requirements actually completed.		
10. LICENSE AND/OR CERTIFICATION REQUIREMENTS:		
11. REMARKS:		
Signature of Appointing Authority		Title
Agency	Prepared By	

Initials of Incumbent	Date	Initials of Supervisor	Date
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